

PERFORMANCE WORK STATEMENT (PWS)

**Program Executive Office Command, Control and Communications Tactical (PEO C3T) Programs
Program Manager Joint Battle Command Platform (PM JBC-P)**

Systems Engineering Technical Assistance (SETA) Support

SETA - Table of PWS Revisions

Rev. No.	Revision Date	Name	Description	Task Order Amend/Mod #
1	5/21/2014	A Cardwell	Clarified Base Period Phases in ATTACHMENTS A1, A2, and A3	Amend 1
2	5/29/2014	A Cardwell	Changed ATTACHMENT A3 to show that the Fort Bragg Logistics position is Senior as opposed to Journeyman Removed 'Procurement Sensitive' from Footer Changed Section 7.0.a to indicate that the Prime contractor's Top Secret Facility clearance must be in place at time of proposal, Subcontractors may obtain their Secret Facility clearance after award, and that any quoted Contract Administrative Positions do not require a Secret security clearance Changed Section 6.4 to indicate that only contract administration will be conducted at the contractor's site and that all OCONUS activity will be on a TDY basis. Revisions have been made to section B.2. <<Current Updates Highlighted in Yellow>>	Amend 2

Section B – the Schedule of Services/Prices

B.1 The Government will complete the following table at time of award based on the successful price proposal. The table will be updated by the Government as necessary during each performance period, and at the beginning of each option year.

Item No.	Item Description	Qty	Unit of Measure	Line Type	Monthly Price	Annual Price
X001	SETA Program Management / Contract Administration IAW Sections 4.0 through 5.2.	12	Month	FFP		
X002	SETA Core Labor Support IAW Section 3.1	12	Month	FFP	\$	\$
	a) Engineer, Senior	1	Month	FFP	\$	
	b) Engineer, Journeyman	1	Month	FFP	\$	
	c) Engineer, Entry Level	1	Month	FFP	\$	
	d) Logistician, Senior	1	Month	FFP	\$	
	e) Logistician, Journeyman	1	Month	FFP	\$	
	f) Logistician, Entry Level	1	Month	FFP	\$	
	g) Bus Mgmt, Senior	1	Month	FFP	\$	
	h) Bus Mgmt, Journeyman	1	Month	FFP	\$	
	i) Program Analyst, Journeyman	1	Month	FFP	\$	
	i) Program Analyst, Entry Level	1	Month	FFP	\$	
X003	Optional – SETA Core Labor Support IAW Section 3.1	20	FTE	FFP	\$	
	a) Engineer, Senior	1	Month	FFP	\$	
	b) Engineer, Journeyman	1	Month	FFP	\$	

	c) Engineer, Entry Level	1	Month	FFP	\$	
	d) Logistician, Senior	1	Month	FFP	\$	
	e) Logistician, Journeyman	1	Month	FFP	\$	
	f) Logistician, Entry Level	1	Month	FFP	\$	
	g) Bus Mgmt, Senior	1	Month	FFP	\$	
	h) Bus Mgmt, Journeyman	1	Month	FFP	\$	
	i) Program Analyst, Journeyman	1	Month	FFP	\$	
	i) Program Analyst, Entry Level	1	Month	FFP	\$	
X004A	ODC – Travel	1	Lot/NTE	Cost Reim	N/A	\$
X004B	ODC – Material	1	Lot/NTE	Cost Reim	N/A	\$
X005	Alliant Contract Access Fee (CAF)	1	Lot/NTE		N/A	S

B.2 PRICE ADJUSTMENTS AND DEFINITIONS:

- a.) **FTE** - An FTE on average is 40 hours per week, 160 hours per month, 1920 per year, typically between the hours of 8am – 5pm local time Monday through Friday excluding federal holidays. The contractor may be required to work outside these hours to satisfy government requirements for a variety of situations, including emergencies, training exercises, testing, or other mission priorities. Overtime is not authorized under this task order. It is expected that the contractor, based on its corporate policy, will compensate its staff through offset/credit hours or other measure, for hours worked outside the normal duty time. If the contractor chooses to offset/credit hours it is required that the compensatory time off will be taken during the current or the following billing period. **Deviations to this stipulation, as well as deviations to the normal work day schedule, must be authorized in advance by the JBC-P COR or their designee.**

Periods of absence in excess of 8 workdays cumulatively, within a single calendar month (i.e. billing period), whether for leave or any reason, must be reported and coordinated with the JBC-P COR. The monthly firm fixed price will be reduced by the appropriate contract incremental monthly FTE price for each FTE in the billing period that leave exceeds 8 workdays. Periods of leave of less than 8 workdays will

not require adjustment of the monthly price. The Government's intent via these provisions is to ensure maximum staffing at all times. Should it become apparent that the contractor is abusing the provisions of this paragraph such that, for example, 8 workdays are missed in multiple months and/or at multiple locations resulting in a degradation of service, the Government may invoke other contractual remedies available under this task order and the Alliant contract.

b.) Vacancy - ATTACHMENT A1 provides the required FTE support for this task order. Any FTE position that is not staffed will be considered a **vacancy**. The Contractor must immediately notify the COR when an FTE position is or will become vacant for any reason, to include employee resignation, reassignment within the company, or other condition creating a vacancy. The Contractor must replace vacant FTE position(s) within 30 calendar days. Vacancies in excess of 30 calendar days will be assessed a **vacancy reduction** for each billing period the FTE is vacant. Vacancies in excess of 30 days created by circumstances or conditions outside the control of the contractor will not be assessed a reduction. The vacancy reduction is in addition to the task order incremental FTE monthly price reduction. The vacancy reduction is 20% of the contract incremental FTE monthly price. Vacancy accounting starts 30 calendar days after contract award, or 30 calendar days after any modification which increases FTE. Attachment A1 will be updated at time of award to reflect any additional personnel proposed under CLIN X001.

c.) Contractor Responsibility for Accurate Invoicing – The contractor shall be responsible for ensuring that the each monthly invoice is accurate and includes all required adjustments to the monthly labor price based on the adjustment provisions provided above.

B.3 NOTICE TO OFFERORS

Item Numbering x001 signifies the period of performance, where x = Period of Performance and

- 0 = Base Period
- 1 = Option Period One
- 2 = Option Period Two
- 3 = Option Period Three
- 4 = Option Period Four

[For example, Item 2003 is Item X003 in Option Period Two]

B.4 Base Year Staffing Phases

As specified in PWS Attachments A1, A2, and A3, the Government anticipates staffing this task order with 139 FTE in support of the "Core Labor – SETA Support IAW PWS Section 3" (CLINs 0002A, 0002B, 0002C, 1002, 2002, 3002, & 4002). Actual FTEs required at time of award and throughout task order performance may fluctuate as described in Section B.5. It is anticipated that staffing during the base year will "ramp up" through three phases. Phase 1 (i.e. CLIN0002A) is predicated upon a task order award on or about July 15, 2014, and will require full staffing of 36 FTE for "Core Labor", plus appropriate Program Management / Administrative personnel (i.e. CLIN0001), on August 15, 2014. Phase 2 (i.e. CLIN0002B) will require full staffing of an additional 35 "Core Labor" FTE on September 14, 2014, and will be ordered via task order modification anticipated to be issued on or about September 1, 2014. Phase 3 (i.e. CLIN0002C) will require full staffing of an additional 68 "Core Labor" FTE on

October 16, 2014, and will be ordered via task order modification anticipated to be issued on or about October 1, 2014.

The actual number of required FTE and/or effective dates for staffing may be altered at the Government's discretion based on mission requirements and/or funding constraints and shall not be cause for an equitable adjustment.

B.5 Core Labor Level of Support

As specified in PWS Attachments A1, A2, and A3, the Government anticipates staffing this task order with 139 FTE in support of the "Core Labor – SETA Support IAW PWS Section 3". The required number of full time equivalent positions (FTEs) under the Core Labor CLINs (0002A, 0002B, 0002C 1002, 2002, 3002 & 4002) may fluctuate between 112 FTE and 160 FTE based on mission requirements and/or funding constraints. Award of the task order, and award of all option years under the task order, may be made anywhere within this FTE range. Adjustments to the required FTE level within this range may be made at any time as a unilateral right of the Government and shall not be cause for an equitable adjustment. Such changes will be communicated to the Contractor in writing by the Contracting Officer.

The monthly firm-fixed-price (FFP) will be adjusted as necessary to coincide with the Government's actual required FTE staffing on board using the applicable labor category monthly FFP set forth for categories X002(a) through X002(j) under the Core Labor CLINs within each performance period. While it is the Government's intent to provide the contractor 30 days notice in advance of any changes in the required FTE level, the Government reserves the right to provide less advanced notice if circumstances so demand. Adjustments to the monthly FFP for Core Labor within the range of 112 – 160 FTEs may occur without need for a formal task order modification, consistent with written direction from the Contracting Officer. The Government shall also have the unilateral right to reduce required core labor support below 112 FTE if warranted based on future mission changes and/or funding constraints. Reductions of FTE below 112 may warrant consideration of an equitable price adjustment on this task order via mutual agreement of the parties.

B.6 Optional Labor FTE (CLINs 0003-4003)

In the event that the Government requires FTE support in excess of 160 FTEs, the Government may exercise up to twenty (20) additional FTE at the applicable labor category monthly FFP set forth under the optional labor CLINs in each performance period. The Government shall have the unilateral right to exercise optional FTEs and may exercise some or all optional FTEs at anytime, for limited periods of time, and from time to time, as necessary to meet mission requirements. Similarly, the Government is not bound to exercise any FTE under these CLINs. The Government reserves the right to determine how to distribute the 20 FTE among the available labor categories [x003(a) through x003(j)] and to assign the performance location(s). Exercise of optional FTE will occur via formal task order modification. The contractor shall be required to staff optional FTE positions within 30 days of modification effective date.

The quantities for Optional Labor FTE are for evaluation purposes only. The Government is not required to exercise any optional FTEs. Payment will only be made for quantities actually ordered and delivered subject to the terms and conditions of the order.

1.0 GENERAL

The contractor shall provide support to Project Manager, Joint Battle Command Platform (PM JBC-P) and Program Executive Office for Command, Control and Communications Tactical (PEO C3T), in all assigned programs, in the areas of Engineering, Logistics, and Business Management encompassing all phases of the program life cycle.

On or about May 31, 2014 a reorganization is anticipated which will merge PM JBC-P and PM Mission Command (PM MC), also under PEO C3T, into a single command with the anticipated name of PM "Mission Command". If/when this occurs, it is understood that all references to PM JBC-P will change to the name of the new command. All other terms and conditions of this task order will remain unchanged by this name change.

1.1. SCOPE

Engineering

JBC-P and PEO C3T have a need for engineering support in multiple CONUS (Continental United States) locations. Engineers will be responsible for the full technology development lifecycle, including: requirements analysis, systems design and architecture, integration, testing, upgrades, and maintenance. Other specific areas of responsibility include: research and development; software and hardware engineering; systems engineering; support of exercises, experiments, and demonstrations; technical documentation; security engineering and information assurance; and satellite architectures.

Logistics

JBC-P and PEO C3T have a need for logistics support at multiple CONUS locations. Logistics support provides onsite technical support, maintenance assessment, and training. There are strategically located personnel who operate periodically in a temporary duty (TDY) capacity in support of other locations. Logistics support encompasses: integrated logistics support, logistics documentation, site management, and supply support. The Contractor will be expected to provide support in assessment, planning and implementing efforts to ensure system supportability, institutional training initiatives, logistics policy/standards procedures, feasibility analysis, reliability and maintainability.

Business Management

JBC-P and PEO C3T have a need for business management support at Aberdeen Proving Ground (APG), Fort Hood, and Fort Sill. Business Management includes support in the following areas: acquisition support, program analysis, cost estimating, budget formulation & execution, and accounting. The contractor will be needed to conduct program analysis when required. Back office support is needed as part of the business management task; requirements include: operations, office systems/information technology support, administrative support, and facilities management

PEO C3T / JBC-P - Programs

The PEO C3T programs that will initially be addressed by this task order are listed here. Over the course of this task order programs and products will may be added and removed based on PEO C3T mission priorities and strategies.

- a. Blue Force Tracking 1 (BFT1)
- b. Blue Force Tracking 2 (BFT2)
- c. Tactical Ground Reporting (TIGR)
- d. Mounted Family of Computer Systems (m-FOCS)
- e. Joint Battle Command Platform (JBC-P)
- f. Battle Command Sustainment Support System (BCS3)
- g. Global Command and Control System (GCCS)
- h. Advance Field Artillery Tactical Data Systems (AFATDS)
- i. Joint Automated Deep Operations Coordination Systems (JADOCS)
- j. Command Post of the Future(CPOF)
- k. Tactical Mission Command (TMC)
- l. Fire Support Command and Control (FSC2)
- m. Strategic Mission Command (SMC)

2.0 APPLICABLE DOCUMENTS

Applicable documents will be provided by the Joint Battle Command - Platform Contracting Officer's Representative (JBC-P COR) as required. The contractor shall comply with these documents to the extent specified by the JBC-P COR.

Access to Defense and Federal specifications and standards is available in the official DoD repository:
<http://assist.daps.dla.mil/quicksearch/>

3.0 REQUIREMENTS

The contractor shall provide support to PM JBC-P and PEO C3T programs in the areas of Engineering , Logistics, and Business Management support services that encompass all phases of the program life cycle.

The contractor shall participate as a member in various Integrated Product Teams (IPTs) as required, to support the government on matters surrounding their area of responsibilities (AOR) and expertise and to help keep current with changes affecting their AOR.

3.1. TASKS

3.1.1. ENGINEERING

The contractor shall provide engineering, analysis and technical support to develop technical approaches, define and design architectures, and provide support to ongoing JBC-P programs and fielded systems. All requested **Technical Reports (Deliverable 1)** shall be submitted **IAW CDRL DI-MISC-80711A C001 (see**

ATTACHMENT D.2).

The contractor shall provide engineering services to support the following specific tasks:

3.1.1.1. RESEARCH AND DEVELOPMENT (R&D)

In support of R&D the contractor shall:

- a. Conduct network system engineering analysis;
- b. Define and design architectures;
- c. Evaluate communications flow (Data/Voice/Video/Telephony);
- d. Execute and interpret traffic analysis;
- e. Develop security/Information Assurance (IA) policy; and
- f. Analyze network management information as provided by the PEO C3T community.

3.1.1.2. SYSTEM INTEGRATION

The Contractor shall:

- a. Perform Integration/interoperability configuration of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) systems into existing vehicles.
- b. Provide interoperability analysis and support including definition, analysis, testing and management of system interfaces, managing and communications protocols, data models and exchange methodologies, network dependencies, and multinational/coalition information exchange mechanisms and agreements.
- c. Incorporate communication components into existing systems and platforms.
- d. Support design Integrated Product Teams (IPTs).
- e. Integrate system with hardware and /communications platforms
- f. Prepare system integration information to aid in New Equipment Training program
- g. Evaluate new technologies and perform systems engineering work to determine integration effort, viability and capability gain
- h. Perform life cycle integration that involves customers in the design process and ensures the system developed is viable throughout its life
- i. Provide technical support related to reliability, maintainability, operational availability and human factors engineering for assigned products

3.1.1.3. ENGINEERING AND TECHNICAL DOCUMENTATION SUPPORT

The Contractor shall:

- a. Provide development of systems architecture and other system engineering documentation
- b. Provide written evaluations of system concepts, system designs, and system support program proposals with the goal of recommending actions for optimizing system performance to include evaluations of technical and production performance.
- c. Provide configuration design documents, support of field tests to validate Network configurations and support of functional interoperability testing and other exercises at the Central Technical Support Facility (CTSF) at Ft Hood.
- d. Document current and new procedures for programs. Assist in reviewing production and fielding support proposals
- e. Participate in program reviews
- f. Conduct system engineering trade-off analysis

- g. Assist in preparation of technical requirements/specifications
- h. Assist in the review and development of Engineering Change Proposals (ECP)/Engineering change orders and the analysis of technical /cost/production cut-in tradeoff issues and fielding requirements (installation kits)
- i. Provide support for meetings, working groups and briefings to include development and maintenance of action item tracking system for Technical Reviews, Command Reviews, Quarterly Reviews, Technical Test and Initial Operational Test and Evaluation (IOT&E) recommendations.
- j. Provide technical support for conferences, review task related documents, and develop task related technical papers.
- k. Provide technical and operational support in the development of operational requirements documents..

3.1.1.4. SOFTWARE/HARDWARE ENGINEERING

The Contractor shall:

- a. Provide necessary engineering support for hardware and software systems
- b. Evaluate software and hardware versions and updates in terms of capability and network impact
- c. Include any design changes and transition of equipment that may be required as a result of changes to system configuration requirements and/or equipment upgrades
- d. Provide software blocking support, to include answering data calls and aligning schedules.
- e. Provide functional analysis and allocation support, including decomposition to Lower- Level functions, allocation of performance and other limiting requirements to all functional levels, definition and refinement of internal and external functional interfaces, and definition/integration of functional architectures
- f. Provide design synthesis support, including transforming functional architectures to physical architectures, definition of alternative systems concepts/configuration items/system elements, recommendation of potential product and process solutions and definition/refinement of internal/external interfaces. Provide systems analysis and control support, including trade off studies, architecture and infrastructure simplification, software/hardware integration and consolidation, effectiveness analysis, risk management, configuration management, interface management, data management and performance measurement.
- g. The Contractor shall provide qualified personnel with the expertise to assess emerging technology standards and advancements to develop design solutions in compliance with Collapse Architecture, Common Operating Environment (COE), and Battlefield Functional Area mission requirements.

3.1.1.5. TEST AND EVALUATION

The Contractor shall:

- a. Plan for and participate in, testing and events involving program systems
- b. Assist in confidence testing, problem troubleshooting, field testing and lab testing
- c. Support various test events including Aberdeen Proving Ground (APG), CTSF (Ft Hood and other locations as required
- d. Assist PEO C3T in the maintenance of CONUS test facilities including the System Integration and Test Laboratory (SIL) at Central Technical Support Facility (CTSF) in Fort Hood, test labs in at APG, MD, and Fort Leavenworth (TDY), KS, Combined Arms Center facilities.
- e. Provide test support for all Joint Interoperability Test Center (JITC) certification testing

- f. Provide test support for all Network Integration Evaluation (NIE) testing
- g. Support planned Joint, Allied/Coalition test experiments, demonstrations and War fighter exercises
- h. Assist with testing requirements to include reviewing test plans and procedures for systems
- i. Develop test plans to meet requirements for the Materiel Release process
- j. Provide assistance regarding impacts of testing on system fielding schedules, coordination of available resources required to perform testing and management of data in support of the development of test reports
- k. Assist in the development and implementation of test plans, procedures and documentation to support various stages of testing for all initial and updated increments/releases and components of systems
- l. Act as liaison to the Army test community for all necessary coordination
- m. Provide support with the first article testing, independent verification and validation, simulation and modeling, system safety, quality assurance and training
- n. Assist in the planning and execution of coordinated test programs and the preparation of Test and Evaluation Master Plans (TEMPs)
- o. Provide engineering support for test bed

3.1.1.6. EXERCISES, EXPERIMENTS, AND DEMONSTRATIONS

The contractor shall provide support to both CONUS AND OCONUS military exercises and experiments. The contractor shall be required to provide: technical coordination, requirements management, and all planning for conference attendance. The contractor shall be required to generate documentation to support these exercises and demonstrations. The contractor shall be required to provide technical direction and deployment support for PM JBC-P scheduled exercises and experiments, as listed below. The contractor shall provide an **After Action Report** within 15 days after the completion of the exercise or experiment. Work in this area provides support to all systems under the ABCS umbrella to include provision of FSC2-related support to Army and Joint exercises, experiments, and demonstrations both at Aberdeen Proving Ground Technical Software Integration Lab (TSIL), MD and at distant locations, to include shipboard sites and overseas locations. The contractor shall provide a standard training and test database to provide logistic validation, for software thread confirmation and hardware test requirement for unit exercises, COE exercise and demonstration requirements.

Examples of recurring exercises and experiments:

- a. Austere Challenge - EUCOM Exercise
- b. Blue Flag - Air Force Exercise
- c. Bold Alligator - Navy Exercise
- d. Cobra Gold - PACOM Exercise
- e. CWID - Joint Staff Experiment
- f. Empire Challenge - JFCOM Experiment
- g. FCIE - Joint Staff Experiment
- h. JFEX - Joint Staff Experiment
- i. Key Resolve - USFK/ROK Exercise
- j. Northern Edge - PACOM Exercise
- k. PANAMAX - Navy Experiment
- l. PENORE - Air Force Exercise
- m. Red Flag - Air Force Exercise

- n. RIMPAC - PACOM Exercise
- o. Talisman Sabre - PACOM Exercise
- p. Terminal Fury - PACOM Exercise
- q. Trident Warrior - Joint Staff Experiment
- r. Ulchi Freedom Guardian - USFK/ROK Exercise
- s. Valiant Shield - PACOM Exercise
- t. Virtual Flag - AF AOC and Navy MOC Exercise
- u. Yama Sukura - PACOM Exercise
- v. Bold Quest
- w. Network Integration Event (N.I.E.)

3.1.1.7. SECURITY ENGINEERING AND INFORMATION ASSURANCE (IA) SUPPORT

The Contractor shall:

- a. Assist in the development and evaluation activities related to information assurance, security engineering, systems and network engineering.
- b. Provide IA architecture support
- c. Provide IA support to certification and accreditation processes IAW DFARS Clause 252.239-7001 Information Assurance Contractor Training and Certification
- d. Provide IA support to security scans and other IA test events.

Any contractor designated as a Systems Administrator (SA) or Information Assurance Security Officer (IASO) within the PEO C3T security hierarchy will maintain appropriate level of certification in accordance with DoD Directive 8570.1M.

3.1.1.8. ARCHITECTURAL/INTEROPERABILITY SUPPORT

The Contractor shall:

- a. Analyze functional, informational, organizational and infrastructure needs within PM JBC-P and PEO C3T programs to assist in developing new system configurations or modifying existing hardware and software configurations
- b. Maintain a thorough working knowledge of PM JBC-P and PEO C3T hardware and software systems as they relate to large-scale battlefield communications at all echelons

3.1.1.9. NETWORK, COMPUTER RESOURCES, AND SOFTWARE SUPPORT

- a. The contractor shall be required to provide system maintenance and network administration support. The contractor shall maintain a full running account of all office hardware (including spare parts), software, related local area network/wide area network (LAN/WAN) equipment to include tracking location of equipment for the purpose of periodic inventory by the Government property office. Government automated inventory management applications will be utilized, as required, to issue, track, and manage all assets.
- b. The contractor shall maintain all hardware and software updates and patches, file maintenance, system security and system operation, backups of all system software and user data, and in general

provide maintenance and support to the networks. The systems will include any Windows, Linux or Unix operating system. The contractor may also be required to install, integrate and debug prototype hardware/software with off-the-shelf software and hardware products. The contractor may be required to incorporate virtualization technology onto desktop and/or server hardware. The contractor must be able to configure operating systems and applications to work in a virtualized desktop and/or server environment.

- c. LAN/WAN Sustainment. The contractor shall maintain all of the classified and unclassified infrastructure network and other applicable LANs/WANs in full operational condition.
- d. SIPRNET. The contractor shall maintain and update software patches IAW Army IAVA requirements. Contractor shall be certified to operate secure VTC facilities.

3.1.1.10. SYSTEMS ENGINEERING

The Contractor shall:

- a. Provide support for fielded systems
- b. Provide support for lab set up
- c. Provide technical support in equipment labs
- d. Develop equipment and network configurations and products
- e. Support technology insertion testing relative to emerging Current/Future Force Networks requirements and capabilities.
- f. Provide a structure for solving design problems and tracking requirements flow through design
- g. Provide systems engineering expertise related to the hardware, software, integration and capabilities of systems
- h. Assist in developing solutions to systems engineering challenges based on technology insertion and new product integration
- i. Provide support related to reliability, maintainability, operational availability and human factors engineering for products
- j. Provide engineering design services to include mechanical, electrical, safety, logistic and manufacturing support, system engineering and testing
- k. Conduct system evaluations and lessons learned analyses of telecommunications/automation end items/systems
- l. Conduct architectural studies/analyses to determine security, integration and interoperability requirements of present and future interrelating telecommunications/automation systems
- m. Provide assessments and recommendations for specific technical, scientific or engineering approaches related to non-developmental items (NDI)
- n. Conduct performance/feasibility analysis of a specific concept or technique to include the application of techniques and the modeling of established design and performance characteristics
- o. Provide system engineering support to include automated techniques for the design or modification of existing equipments and systems
- p. Provide assistance in the preparation and development of requirements definition, preliminary planning and the evaluation of alternative technical approaches and costs.

3.1.1.11. Communications Transport Mechanism Support

- a. Provide technical and architectural networking support to analyze PM JBC-P data flow traffic to include model development.
- b. Provide technical support to existing satellite networks for BFT-1 and BFT-2
- c. The contractor shall assist in the formulation of the next iteration of the BFT network both enhancements and the next generation network.
- d. Provide global satellite beam coverage analysis and link budgets.
- e. Provide support to PM JBC-P to design a hybrid network consisting of celestial and terrestrial communications links to the Mounted Computing Environment (MCE).

3.1.2. LOGISTICS

The contractor shall provide logistics services to support the following specific tasks:

3.1.2.1. LOGISTICS AND TECHNICAL SUPPORT

The Contractor shall:

- a. Provide logistics and technical support to include the assessment of current supportability status of PM JBC-P and PEO C3T programs, and identification of necessary actions/priorities, evaluations, and recommendations, to ensure system supportability throughout the life cycle of system development.
- b. Provide written evaluations and analysis with the goal of recommending actions for optimizing system performance, produce documentation, training and technical manuals required in support of program requirements
- c. The Contractor shall support and assist in development of and/or provision of assessments regarding operational and technical lay downs of the required systems being purchased or employed by foreign governments.
 - Reviewing and commenting on training material produced by the prime software contractor.
 - The Contractor shall assist in the preparation and conduct of Program Management Reviews.
 - Assisting in FMS case fielding efforts by coordinating the hardware ordering, shipping, and performing the system handoff

The contractor shall assist in the preparation of, or prepare/review,/analyze/ verify, logistics products including Material Fielding Plans, initial provisioning, Technical Bulletins, Technical Manuals, and training courseware, to include configuration management documentation resulting from engineering changes to the programs.

In order to support the long term migration of products to institutional training in the United States Army Training and Doctrine Command service school system, the contractor shall provide support services in the area of interaction with service schools to define requirements, site surveys to determine classroom and hardware requirements, integration of platform-specific training into existing Military Occupational Specialty (MOS) programs of instruction, modeling and simulation software to facilitate training in a mission scenario environment, site management support services in planning the building of classrooms at

service schools and maintenance of classroom assets. The contractor shall prepare training materials, as tasked, in electronic formats such as, Interactive Multimedia Instruction (IMI), web based training, and Distance Learning utilizing current technology approaches for such developments.

3.1.2.2. MAINTENANCE ASSESSMENT

The Contractor shall:

- a. Assist in the analytical and evaluative work related to the logistics, supply, and transportation fields for PM JBC-P and PEO C3T programs.
- b. Assist in the preparation and review of the material system reliability, availability, and maintainability (RAM) analyses to recommend cost effective system support and concepts and optimally allocate operational availability requirements for PM JBC-P and PEO C3T programs.

3.1.2.3. INTEGRATED LOGISTICS SUPPORT (ILS)

PM JBC-P and PEO C3T programs are responsible for integrated and effective system support for the planning, analyses and technical requirement needed to support assigned programs as well as the development of technical recommendations and solutions to assure that these programs will satisfy mission needs, are logistically supportable and are complaint with customer requirements for all PM JBC-P and PEO C3T program systems. The contractor shall provide ILS services to perform the following:

- a. Analysis, assessment, data management and technical support of the logistics activities associated with the design, fabrication, test, production, Material Release, and fielding supported programs.
- b. Technical evaluations, recommendations and solutions pertaining to supported programs (to include tasks associated with product data, training, configuration control, program management, acquisition, obsolescence, and engineering/logistics support functions)
- c. Support or develop documentation associated with supported programs, to include tasks pertaining to acquisition, program of record, or milestone reviews.

3.1.2.4. LOGISTICS DOCUMENTATION

The contractor shall develop and analyze logistics documentation requirements and assist the JBC-P COR with the design, development, modification and update of all logistics publications. The anticipated technical data includes:

- a. Supportability Strategy (SS)
- b. Basis of Issue Plan Feeder Data (BOIPFD)
- c. Request for Nomenclature (DD 61)
- d. Material Fielding Plan (MFP)
- e. Logistics Demonstration Plan (LDP)
- f. Logistics Support Plans/Memorandum of Agreement (LSP/MOA)
- g. Level of Repair Analysis (LORA)
- h. Selected Essential Item Stockage for Availability Methodology (SESAME)
- i. System Support Plan (SSP)
- j. Quick Reference Guide (QRG)
- k. Technical Manual (TM - paper and electronic)
- l. Technical/Supply Bulletin

- m. Transportability Planning
- n. Calibration Procedures
- o. Repair Parts and Special Tool List (RPSTL)
- p. Maintenance Allocation Chart (MAC)
- q. Technical Data Packages (drawings/specifications)
- r. Provisioning Documentation
- s. Provisioning Parts Lists (PPL)
- t. Public/Private Depot Maintenance Work Requirements
- u. Modification Work Orders (MWO)
- v. Identification List
- w. Component List
- x. Product Support Data
- y. Hand Receipt
- z. New Equipment Training

3.1.2.5. SUPPLY SUPPORT

The contractor shall develop and maintain a Supply Support function to coordinate and facilitate the efficient receipt, delivery, tracking, storage, packing and movement of PM JBC-P and PEO C3T program GFE, test and other equipment/supplies in accordance with the Standard Army Supply System. This task includes support for fielding, New Equipment Training teams and Field Service Coordinators. Assistance shall be provided for system's program tracking of PM JBC-P and PEO C3T programs owned equipment and of equipment loaned to them as well as the control and management of CCI materiel/equipment.

The contractor shall:

- a. Coordinate equipment sent to Army Depots and other Government and contractor facilities.
- b. Coordinate with fielding personnel to support the Army National Guard and Reserves.
- c. Support Ft. Huachuca and other test sites for PM JBC-P and PEO C3T programs equipment.
- d. Manage commercial carrier transportation service(s)/accounts (e.g. FEDEX, etc.) and maintain monthly tracking reports that as a minimum, documents the shipping date, waybill number, destination, related program/project, requester name, shipping cost and shipping contents.
- e. In support of fielding and training, the contractor shall provide support of limited fabrication and manufacturing of equipment such as boot walls, cable assemblies, shelves, racks, mounts, brackets, etc., required to meet the Government requirements.
- f. Monitor the Property Account Book and individual hand receipts for PM JBC-P and PEO C3T programs.

3.1.2.6. PROVISIONING PARTS LIST (PPL) REQUIREMENTS

The contractor shall:

- a. Develop a Provisioning Parts List (PPL)
- b. Revise/update the PPL with any changes caused by Design Change Notices (DCN) or addition of a new model
- c. Prepare Engineering Data for Provisioning (EDFP)
- d. Prepare DCNs

- e. Develop Provisioning Technical Documentation (PTD)
- f. Execute Defense Logistics Service Center (DLSC) prescreening for all Reference Numbers appearing on all applicable Provisioning Technical Documentation Parts Lists and obtain National Stock Numbers (NSN) for all items not previously identified during the screening process

3.1.2.7. SITE MANAGEMENT INITIATIVES

The Contractor shall:

- a. Provide on-site support as the interface between gaining units, PM JBC-P and PEO C3T programs to include coordination with gaining units, resolution of customer concerns and issues, development of installation and new equipment training schedules, coordination of assets and resources.
- b. Provide resources to insure adherence to fielding schedules and coordination with PM JBC-P and PEO C3T programs in response to software releases and the integration of engineering change orders into previously fielded systems.
- c. Participate with in-flight testing of equipment and as required in ground and airborne operation of the system for the purposes of system development, test and evaluation, and/or maintenance troubleshooting and diagnosis. This can include test/event planning, system preparation and data loading, cipher key loading, equipment operation, data recording, test data reduction and analysis, operation of test or diagnostic equipment/instrumentation, equipment or component repair or replacement, ground observation, flying in aircraft, and/or post-event reporting.

3.1.2.8. INSTITUTIONAL TRAINING INITIATIVES

The Contractor shall:

- a. Support the long term migration of PM JBC- P and PEO C3T programs and the institutional training in the United States Army Training and Doctrine Command (TRADOC) service school system.
- b. Provide support services in the area of interaction with service schools to define requirements, site surveys to determine classroom and hardware requirements, integration of JBC-P and PEO C3T program specific training into existing Military Occupational Specialty (MOS) programs of instruction, modeling and simulation software to facilitate training in a mission scenario environment, site management support services in the building of classrooms at service schools, and maintenance of classroom assets. Contractor training developers shall attend Training Development Capability (TDC) training and get registered for access to the TDC System to create/build/update new or existing Training Support Package (TSP) materials. The TSP may include the following items:
 - Lesson Plans,
 - Program of Instruction (POI),
 - student handouts/training aids, and
 - Interactive Multimedia Instructions (IMI) products.

3.1.3. BUSINESS MANAGEMENT

The contractor shall provide the necessary individuals with the appropriate skill level to support the requirements for each program within PM JBC-P and PEO C3T products and services. The Contractor shall provide managers who possess a balanced skill set that includes relevant experience, operational conversancy, business/programmatic skills, systems knowledge, integrated logistics support, and the ability

to achieve mission objectives quickly and efficiently. The Contractor management team shall oversee ongoing support for multiple units and key operational and training functions, often simultaneously. Support in this area shall include all efforts required to assist the PEO C3T and PM JBC-P in the monitoring and administration of the PM JBC-P Products and services.

All contractor staff who will have access to acquisition information must sign a non-disclosure agreement (NDA); see '**ATTACHMENT B**' for NDA form. Completed forms will be provided to the JBC-P COR prior to commencing performance on this task order. Additionally, contractors are advised that performance of some tasks under this PWS may create an organizational conflict of interest that could restrict the contractor from being able to compete on future acquisitions. See '**ATTACHMENT C**' to this PWS.

The contractor shall provide business services to support the following specific tasks:

3.1.3.1. PROGRAM ANALYSIS

The Contractor shall:

- a. Provide recommendations to the program manager for developing and/or maintaining the acquisition management documentation required by Department of Defense Instruction (DODI) 5000.2, DODI 5000.2M, and Army Regulation (AR) 70-1.
- b. Prepare or review all documentation for continuity, compliance, and accuracy; and make recommendations for corrections and improvements.
- c. Provide support to include program analysis support and providing assistance for budget, cost analysis, plans and programs, and preparing coordinated inputs for Milestone Decision Reviews (MDRs).
- d. Provide program management support for acquisition cycle planning and execution. The program management support shall not include any acquisition planning or decision function that would be considered to be an inherently Governmental function.
- e. Provide acquisition support by coordinating acquisition documents and requirements (and ensuring they are covered by a non-disclosure). Coordinate with budget, engineering, procurement, Program Management and contractor personnel to gather information, discuss plans/progress and resolve problems.
- f. Provide recommendations based upon a comprehensive knowledge of the principles, policies, pertinent laws, regulatory requirements and procedures applicable to each program; and the knowledge and understanding of the operations of command elements to coordinate control and serve as staff advisor on these programs.
- g. Track trends such as funding decrements, system deployment, new areas of program emphasis, and changes in user's priorities and provide advice in these areas.
- h. Analyze, formulate and recommend program requirements in support of programs at PEO locations.
- i. Review and analyze program progress and fund utilization reports to identify areas wherein the programs are not progressing or proceeding as planned, (e.g. areas of slippages and overruns).
- j. Assist in the formulation of short and long range planning of resource requirements to include, but not limited to, manpower and funding.
- k. Participate in program scheduling and planning that involves formulating both broad and specific guidelines for planning program elements and sub-elements, prepare recommendations for program objectives, operating schedules, resource requirements, and overall program plans, establish format and reporting requirements.

- I. Research and evaluate management techniques used in the realignment of any formal structure, including the development of unique, flexible tools to provide management with the optimal utilization of resource

3.1.3.2. BUDGET FORMULATION AND EXECUTION

The Contractor shall:

- a. Support the budget formulation requirements within the Planning, Programming, Budgeting, and Execution System (PPBES) through the preparation and integration of numerous comprehensive reports and documents such as P-Forms, R-Forms, etc.
- b. Provide fiscal/execution year (and prior year for multiple year appropriation) support services, consisting of the preparation and integration of various comprehensive reports and documents, such as Obligation Plans and Continuing Resolution Authority (CRA) Plans.
- c. Provide support in the preparation of budget briefing packages as well as the preparation and maintenance of recurring contractual funding profiles of execution data.
- d. Collect and analyze financial data to assist the government in establishing reimbursable accounts. The contractor shall analyze and prepare accounts for FY initial start-up, carryover requirements, and closeout.
- e. Collect and analyze financial data and prepare for review budget execution reports.
- f. Identify and track milestone events, prepare milestone plans, and support the preparation of required documentation, as required.
- g. Support the preparation and/or review of miscellaneous report formats provided to senior level management, which contain execution and budget year data.

3.1.3.3. COST ESTIMATING

The Contractor shall:

- a. Perform cost estimating activities for various program life cycle phases in accordance with all applicable regulations, directives and policies. These efforts will include cost documents such as Program Office Estimates (POEs), Life Cycle Cost Estimates (LCCEs) and Independent Government Cost Estimates (IGCEs), to assist decision makers during the materiel acquisition process.
- b. Prepare and/or update various cost studies, as well as inputs to other documents, in support of the materiel acquisition process.
- c. Prepare independent cost studies and inputs to documents such as Analysis of Alternatives (AOA), Cost Analysis Requirements Description (CARD), Defense Acquisition Executive Summary (DAES), Selected Acquisition Reports (SARs), Integrated Program Summaries (IPS), P-Forms, R-Forms, Smart Charts, Acquisition
- d. Assist in preparing Acquisition Strategy Report (ASR) and Acquisition Plans (AP) in support of the materiel acquisition process. Develop, update and/or modify various cost models and tools; cost data bases; cost estimating relationships to support program requirements.
- e. Support the Government in Cost/Schedule Control System Criteria (C/SCSC) and/or Cost/Schedule Status Report (C/SSR) reviews with the analysis of contractor cost and schedule performance data. These analyses will include assessments of contract, cost, and schedule status.
- f. Develop a forecast of cost at completion in support of program status requirements.

3.1.3.4. OPERATIONS SUPPORT

The Contractor shall:

- a. Participate in meetings and conferences, program status, design and production reviews in support of the JBC-P and PEO C3T programs/projects in the continental United States (CONUS) or outside the continental United States (OCONUS).
- b. Provide support and assistance to the Program Office, on various program subject areas.
- c. Provide program assistance in schedule analysis, deliverable tracking, cost analysis and suspense tracking.
- d. Provide acquisition management assistance in conjunction with a Government task leader for the preparation and review of the following documents: Acquisition Program, Planning and Execution, Alpha Contracting support, Contract Modification and Incentive Fee Assessment.
- e. Provide program documentation assistance in conjunction with a Government task leader for the preparation and review of Army Systems Acquisition Review (ASARC) documentation and briefings. Coordinate with the Acquisition Center to ensure documentation is complete, accurate and complies with all applicable law, policy and regulation.
- f. Provide strategic planning assistance in developing Market Surveys, Budget forecasts, technology insertion.
- g. Assist in preparing requirement documents, specifications, statements of work (SOWs), bills of material, drawings and other acquisition documentation to enhance and maintain the current PM JBC-P and PEO C3T program facilities and furnishings, to acquire new PM JBC-P and PEO C3T program facilities and furnishings, and to support PM JBC-P and PEO C3T program communications and information systems and networks.

3.1.3.5. FINANCE AND ACCOUNTING SUPPORT

The contractor shall support the Government in finance and accounting functions with the following anticipated services. Note that the contractor is providing support, not representing the Government in these functions:

- a. Accepting, processing, and controlling funds received from customers.
- b. Researching, reconciling, and transferring open reimbursable funds.
- c. Attending financial meetings, briefing statuses of funds, preparing account reconciliation, preparing special financial reports.
- d. Preparing weekly reports.
- e. Maintaining budget forecasts for accounts.
- f. Maintaining travel funds.
- g. Querying information from SOMARDS & GFEBS, maintaining and updating excel files.
- h. Querying SOMARDS & GFEBS database for funds, commitments, obligations, disbursement status, and contract reconciliation.
- i. Inputting PWDs into LMP.
- j. Inputting commitments and obligations into SOMARDS & GFEBS.
- k. Researching and reconciling discrepancies on Inter-fund bills, Total Package Funds, over-disbursements, NULOS, duplicate payments, and perform Transfer charges.
- l. Maintaining travel log, verifying and assigning travel order numbers, and Job Order
- m. Announcement Numbers (JOANs).
- n. Preparing Military Interdepartmental Purchase Requests (MIPRs), FedEx bills/1034 and inputting into

SOMARDS & GFEBS.

- o. Utilization of the Financial Management System to manage obligation plans.

3.1.3.6. SYSTEMS PROGRAMMING SUPPORT

The contractor shall provide support to PM JBC-P and PEO C3T program personnel in the following areas:

- a. Assistance in ADP Inventory Management and Control
- b. Development of www home page both public and secure
- c. Evaluation of Internet tools and software applications
- d. Provide site access through the Internet for field/off-site personnel
- e. Creative Science support as required
- f. Microsoft Outlook training and other mail databases
- g. Perform on-site application training to all PM JBC-P and select PEO C3T personnel
- h. Database Programming: The contractor shall provide database application programming and development support
- i. Property Book Management support

3.1.3.7. PROGRAM/ADMINISTRATIVE SUPPORT

The contractor shall provide Program and Administrative support for all PM JBC-P and PEO C3T programs to include:

- a. Prepare travel requests and travel orders utilizing the Defense Travel System (DTS).
- b. Track all travel order related activities and support regular change requirements to travel activities.
- c. Review and verify Travel Authorization Requests (TARs), Travel Expense Reports (TERs), Joint Travel Regulation (JTR) changes, etc., maintain suspense file for travel documents (TARs, TERs). Follow up on all travel to ensure employees submit expense reports in a timely manner.
- d. Establish suspense tracking for deliverables (trip reports, monthly reports, etc.)
- e. Prepare, coordinate, and distribute internal and external correspondence
- f. Coordinate timekeeping for Automated Time Attendance & Production System (ATAAPS) and establish the internal weekly personnel roster.

The contractor shall be proficient in the use and applications of Microsoft Word, Excel, Access, Power Point, Project, Outlook, DTS and ATAAPS.

3.1.3.8. FACILITATES MANAGEMENT SUPPORT

The contractor shall provide space planning and related design services. Services shall include:

- a. Facility Survey and Documentation
- b. Programming
- c. Space Planning and Design Intent (block or vertical stacking plans)

4.0 DELIVERABLES/SCHEDULE

Deliverable	PWS Ref	Title	Dist.	Initial	Subsequent
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Deliverable	PWS Ref	Title	Dist.	Initial	Subsequent
1	3.1.1	Technical Reports	JBC-P COR or designee	As requested	
2	4.4	Program Management Plan	JBC-P COR	NLT 30 days after contract award	Updated as required
3	4.5	Weekly Vacancy Report	JBC-P COR	Delivery of first report as determined by JBC-P COR	Weekly – specific day, as defined by JBC-P COR
4	4.6	Monthly Status Report – including any trip reports for the period	JBC-P COR GSA COR	NLT 45 days after contract award	NLT 15 th of each month
5	5.1	Transition-in Plan	JBC-P COR	NLT 5 work days after contract award	Update if necessary to incorporate Government suggestions
6	5.2	Transition-out Plan	JBC-P COR	NLT 90 days prior to the end of the task order	Updated as required, but NLT 3 days after incumbent is notified of non-award
7	6.9	GFE/GFI Quarterly Report	JBC-P COR	NLT 5 days after end of each quarter	
8	7.0.a	OPSEC Plan	JBC-P COR	NLT 90 days after contract award	
9	8.0	Contractor Manpower reporting (Deliverable 11)	JBC-P COR	NLT 30 days after contract award	
10	ATTACHMENT B	Non-Disclosure Agreement	JBC-P COR	Signed statements are due, from each applicable employee assigned, <i>prior to</i> performing <i>ANY</i> work on this task.	

4.1. INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be at destination. Deliverables shall be FOB destination to the location:

Ship-to address:
DODAAC: W910NZ
PM JBC-P
6007 Combat Drive
Aberdeen Proving Ground, MD 21005

POC: TBD

4.2. CONTRACT MANAGEMENT

4.2.1. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The Government intends to utilize a Quality Assurance Surveillance Plan (QASP) to monitor the quality of the Contractor's performance. The oversight provided for in the order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the contract term. Further, the QASP provides the COR with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required Past Performance Information Assessments. The QASP will be finalized immediately following award and a copy provided to the Contractor after award. The QASP is a living document and may be updated by the Government as necessary. The Government will also review the Monthly Progress and Quality Reports and will attend regular work performance review meetings with the Contractor to survey quality of products and services.

The JBC-P COR is responsible for the following:

- Reviewing and certifying Contractor invoices for accuracy and validity.
- Monitoring performance, reviewing and approving task performance.
- Inspection and acceptance of deliverables.

The GSA Invoice Support Staff, or the GSA COR, will review the travel and ODC expenditures reflected in the Contractor invoices.

The GSA Invoice Support Staff or GSA COR will ensure that the Ceiling Value of the task order is not exceeded in the areas of travel and ODCs.

The JBC-P COR will provide surveillance for each PWS task, reviewing deliverables for conformance to requirements. Services, deliverables, and reports that conform to Task Order requirements will be accepted. The GSA COR will periodically consult with the JBC-P COR concerning the acceptability of services. The JBC-P COR will notify the Contractor in writing, or verbally when warranted, of the need for corrective action when work does not comply with the Task Order requirements. If corrective action does not result in conformance to requirements, the GSA COR or GSA CO will be apprised of items that remain at variance with requirements. The Government will document overall satisfaction with Contractor performance through completion of a Contractor Performance Assessment Report (CPAR) routinely on an annual basis prior to exercising an option which will be uploaded into the Contractor Performance Assessment Reporting System at www.cpars.gov.

In accordance with the Quality Assurance Surveillance Plan, the Government will document overall satisfaction with Contractor performance through review and evaluation of the Contractor's success in meeting the standards and measures outlined in the performance metrics table below.

4.2.2. PERFORMANCE REQUIREMENTS SUMMARY

The Government will monitor Contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP) described above and use Performance Metrics below to evaluate whether the Contractor's performance is satisfactorily meeting the standards specified in the Performance Requirements Summary (PRS) outlined below. While the table states that incentives may consist of positive past performance evaluations, it should be understood that failure to meet the performance metrics below will result in negative past performance evaluations.

Past performance evaluations will be submitted to the Contractor Performance Assessment Reporting System (CPARS) for all government agencies to review. Past performance evaluations will contain narratives explaining reasons for positive and negative evaluations.

ENGINEERING/LOGISTICS/BUSINESS MANAGEMENT			
These metrics evaluate how well the Contractor's efforts meet needs of the Government.			
PERFORMANCE ELEMENT	PERFORMANCE OUTCOME	ACCEPTABLE QUALITY LEVEL	SURVEILLANCE METHOD
COMMUNICATIONS (Oral and Written)	<ul style="list-style-type: none"> - Quality: Provided information that was accurate in technical content, transparent, clear, and relevant. - Timely: Presented information in a timely manner which kept the Government apprised of the status of service delivery issues, ongoing operations and maintenance actions, special projects, and assigned taskings. - Pro-active: Engaged in proactive communications regarding project status, scheduling, cost control, pending staffing changes, and actions taken to resolve problems. 	Communications enable Task Order requirements to be met on time.	Observation
DELIVERABLES MANAGEMENT	<ul style="list-style-type: none"> - Quality: Deliverables, reports, and written documentation are accurate in technical content, compliant with applicable government regulations/policies, and submissions conform to Government approved formats. - Timeliness: Submitted in accordance with due dates established in the PWS or as shown on the Program 	<p>Deliverables Management enables Task Order requirements to be met on time.</p> <p>Deliverables are submitted timely and</p>	<p>Inspection</p> <p>Monitoring will increase if significant problems are encountered which:</p> <ul style="list-style-type: none"> - delay schedule or - result in significant effort to correct

	Management Plan.	without the need for significant rework.	
PERSONNEL MANAGEMENT	<p><u>Staffing/Resource Utilization:</u></p> <ul style="list-style-type: none"> - Quality: Effectively mapped personnel with appropriate qualifications to assigned tasks as required by the task order. - Timeliness: <ul style="list-style-type: none"> o Effectively scheduled and managed resources to meet needs and respond to changing priorities. o Pro-actively notified the government at least 14 days in advance of staffing changes (incoming and outgoing) - Minimized Staff Turnover and Filled vacancies with skilled personnel in a timely manner 	<p>Personnel Management enables Task Order requirements to be met as specified and on time.</p> <p>Contractor maintained a cleared, technically competent workforce.</p>	<p>Observation</p> <p>Review of Program Communications (e.g. Monthly Status Reports)</p>
EFFECTIVE CONTRACTOR TO GOVERNMENT PARTNERSHIP	<ul style="list-style-type: none"> - Demonstrated initiative and foresight to identify and meld best-of-breed approaches and industry best practices to address command challenges. - Champion process improvement efforts that result in efficiencies in operations, savings or improved end user satisfaction. 	Positive work relationship with Government POC's.	Observation
LOGISTICS SERVICES	<ul style="list-style-type: none"> - <u>Configuration Management:</u> effectively maintained configuration baselines and requisite documentation; kept CM artifacts up-to-date and accurate. - <u>Logistics Management:</u> effectively and efficiently managed equipment, spare parts, consumables, licenses, 	Logistics Services enables Task Order requirements to be met on time.	<p>Random Inspection</p> <p>Observation</p>

	<p>warranties and other items needed for continuous operation & maintenance of the networks.</p> <ul style="list-style-type: none">- <u>Property Management</u>: effectively managed and accounted for Government Property under their control.- <u>Technology Refreshment/Insertion</u>: effectiveness and cost consciousness in identifying replacement and refreshment of technologies in a timely fashion from an advanced planning & funding standpoint.		
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4.3. PROGRAM MANAGEMENT

The Contractor shall provide program management support under this Task Order. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors/teaming partners, to satisfy the requirements identified in this Performance Work Statement (PWS). The Contractor shall identify a Program Manager (PM) that will be located at the APG site. They will provide management, direction, administration, quality assurance, and leadership of the execution of this task order.

Certification that services and materials provided by the contractor are acceptable will be made by the JBC-P COR.

Any administrative correspondence relating to the Task Order will be directed to the JBC-P COR

4.4. PROGRAM MANAGEMENT PLAN (PMP – Deliverable 2)

The Contractor shall document and maintain an up-to-date Program Management Plan (PMP). The PMP shall describe the proposed management approach. The PMP shall detail necessary Standard Operating Procedures (SOPs) for specific tasks as directed by the JBC-P COR. The PMP shall include milestones, tasks, and subtasks required in this Task Order. The PMP shall include the Contractor's Quality Control Plan (QCP), Risk Management Plan (RMP) as well as communications and change management processes to be followed. The PMP shall include, but not be limited to, Process Management and Control (to include Program Metrics, and Response to Customer Needs), Personnel Management (to include coverage and organizational structure), and Technical Effectiveness.

The Contractor shall ensure the PMP is accessible electronically and shall be prepared to brief PMP content to the Government as needed.

The PMP shall include establishment of task support IAW customer established task priorities. The PMP shall document prioritization of support to be performed, level of service, and estimated staffing. The Contractor

PM will review the PMP with the JBC-P COR and the GSA COR on a monthly basis.

4.5. WEEKLY VACANCY REPORT (Deliverable 3)

The Contractor shall provide a weekly report on the vacancies across all locations. The exact content of this report will be determined after contract award by the JBC-P COR after collaboration with the Contractor.

4.6. MONTHLY STATUS REPORT (MSR – Deliverable 4)

The Contractor shall develop and provide a MSR using common office productivity suite applications, by the 15th of each month. This report will be provided to the JBC-P COR and the GSA COR via email, and will be attached to the monthly invoice when submitted in GSA's IT-Solutions Shop (ITSS) for payment. Information included in the MSR shall be segregated in accordance with a Government approved format. The MSR shall include the following information. The content may change over the course of the task order based on the needs of the Government:

- a. Activities during reporting period, by task (Include: On-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses and status (security clearance, etc.).
- d. Summary of trips taken, conferences attended, etc. Attach trip reports to the MSR for reporting period.
- e. Accumulated invoiced cost for each CLIN up to the previous month.
- f. Projected cost of each ODC and Travel CLIN for the current month and forecasts through the end of the current performance period.
- g. Comparison data / monthly performance reports.
- h. Staff plan, including a summary report on vacancies.
- i. Track and report on the basis of the type of funds being used

4.7. CONTRACT ACTIVITY AND STATUS MEETINGS

The Contractor Program Manager shall convene a monthly Contract Activity and Status Meeting with the JBC-P COR, and other government stakeholders. The scheduling for the Contract Activity and Status Meeting will be subsequent to the issuance of the MSR on or about the 15th of the month and at a date and time mutually agreeable to the Contractor and the JBC-P COR. Meeting can be conducted virtually. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activity and status, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The 'Monthly Status Report' will be the basis for the discussion. The Contractor shall provide minutes of these meetings via email, including attendance, issues discussed, decisions made, and action items assigned, to the JBC-P COR and GSA COR within five calendar days following the meeting.

4.8. CONTRACTOR KEY PERSONNEL

The Contractor Program Manager and all Field-Coordinators, as identified in **ATTACHMENT A.3**, shall be designated as Key Personnel. Replacement of Key Personnel shall have qualifications equal to or greater than the individuals quoted. Notification of proposed replacements shall be made by the contractor no later

than 15 days prior to departure of the incumbent. The Government reserves the review qualifications of proposed replacements or substitutions of Key Personnel.

5.0 TRANSITION

5.1. TRANSITION-IN PLAN (Deliverable 5)

There will be a transition period of between fifteen (15) and thirty (30) calendar days from date of contract award for the contractor to ramp up to meet all contractual requirements including a full complement of staff. Upon task order award, the contractor shall execute the transition plan submitted with their successful technical proposal, incorporating any revisions suggested by the Government to best ensure a seamless transition-in.

5.2. TRANSITION-OUT PLAN (Deliverable 6)

At the completion of this contract, the contractor shall support transition of all development products, artifacts, software and tools, which were funded under this contract, to the Government. A written plan shall be submitted by the contractor NLT ninety (90) days prior to the end of the task order, in accordance with delivery instructions provided by the Government. The transition-out plan shall be based on a maximum sixty (60) day period prior to the end of the task order. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to the incoming contractor/government personnel at the expiration of this Task Order. The Contractor shall identify transition activities, schedules and milestones for turnover of work centers/functions and identify how it will coordinate with the incoming and or Government personnel to transfer knowledge regarding the following, as applicable:

- a. Project management processes.
- b. Points of contact.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Transition of personnel.
- f. Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition.
- g. Inventory, inspection and transfer of IT software and hardware, licenses, and warranties.
- h. Inventory, inspection and transfer of all contractor maintained classified data, equipment and devices, ensuring positive control, accountability, and chain of custody is maintained for all COMSEC sensitive items.
- i. Technical artifacts and configuration baselines.
- j. Elevated system privileges, IAW technical direction issued by the JBC-P COR.
- k. Operations, maintenance, helpdesk, engineering and logistics functions

6.0 ADMINISTRATIVE CONSIDERATIONS

6.1. GOVERNMENT POINTS OF CONTACT

6.1.1. GSA CONTRACTING OFFICER

Nancy Ballay

GSA FAS, Mid-Atlantic Region
The Strawbridge Bldg., 20 N. 8th Street, 10th Floor
Philadelphia PA 19107
Office: 215-446-5826
Email : nancy.ballay@gsa.gov

6.1.2. GSA CONTRACT SPECIALIST

Christine Chaapel
GSA FAS, Mid-Atlantic Region
The Strawbridge Bldg., 20 N. 8th Street, 10th Floor
Philadelphia PA 19107
Office: 215-446-5857
Email : christine.chaapel@gsa.gov

James Purdy
GSA FAS, Mid-Atlantic Region
The Strawbridge Bldg., 20 N. 8th Street, 10th Floor
Philadelphia PA 19107
Office: 215-446-5843
Email : james.purdy@gsa.gov

6.1.3. GSA PROJECT MANAGER/CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Allen Cardwell
GSA FAS, Mid-Atlantic Region
The Strawbridge Bldg., 20 N. 8th Street, 10th Floor
Philadelphia PA 19107
Office: 215-446-5831
Email : allen.cardwell@gsa.gov

Alternate:
Chris Leister
GSA FAS, Mid-Atlantic Region
The Strawbridge Bldg., 20 N. 8th Street, 10th Floor
Philadelphia PA 19107
Office: 215-446-5806
Email : christopher.leister@gsa.gov

6.1.4. CLIENT POINT(S) OF CONTACT

(To be designated at time of award).

6.2. ORDER TYPE

This is a FFP task order which includes reimbursable line items for travel and ODCs. Type of funds to be used shall be Procurement Funds and RDT&E. The contractor will be required to track and report on the basis of the type of funds being used. It is anticipated that this task order will be incrementally funded in accordance with DFARs clause 252.232-7007, "Limitation of Government's Obligation," included herein.

6.3. PERIOD OF PERFORMANCE

The period of performance shall be twelve (12) months from date of award for the base period with four (4) twelve (12) month option periods anticipated as follows:

- Base Year: 15 August 2014 through 14 August 2015
- Option Year 1: 15 August 2015 through 14 August 2016
- Option Year 2: 15 August 2016 through 14 August 2017
- Option Year 3: 15 August 2017 through 14 August 2018
- Option Year 4: 15 August 2018 through 14 August 2019

In accordance with FAR Clause 52.217-9, "Option to Extend the Term of the Contract," the following applies:

- a. The Government may extend the term of this contract by written notice to the Contractor within 30 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 45 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended contract shall be considered to include this option clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

6.4. PLACE OF PERFORMANCE

Performance will take place at the contractor site (contract administration only), various Government sites, and Foreign Military Sites (TDY only) as required. Actual sites may vary during the course of this task order as necessary to meet mission needs. All OCONUS performance will be on a Temporary Duty (TDY) basis. Anticipated duty station sites are indicated below:

- a. Aberdeen Proving Ground, MD
- b. Fort Bliss, TX
- c. Fort Bragg, NC

- d. Fort Drum, NY
- e. Fort Gordon, GA
- f. Fort Hood, TX
- g. Fort Knox, KY
- h. Fort Lee, VA
- i. Fort Lewis, WA
- j. Fort Sill, OK
- k. Redstone Arsenal, Huntsville, AL

6.5. WORK HOURS

See Section B.2.a

Personnel required to travel on what is normally a non-duty day for the supported region may be compensated for no more than 8 hours of travel time for that travel day. The Travel Policy and its regional addenda may specify the amount of allowable Extended Work Week (EWW) travel hours for the location visited. The JBC-P COR may modify the work schedule to ensure the Government's ability to continue to execute its mission.

6.6. TRAVEL

The Contractor shall visit government sites as required by the government and directed by the JBC-P COR to accomplish tasks associated with performing services under this task order. This is anticipated to include travel to support activities such as but not limited to: system integration, fielding equipment, troubleshooting, and conduct training on systems covered under the scope of this task order. The Contractor shall make its own travel arrangements. All reimbursable travel shall be pre-approved in writing by the JBC-P COR. The contractor shall not be reimbursed for travel within 50 miles radius of contractor personnel's assigned duty station.

The contractor shall ensure that all travel is in accordance with the Joint Travel Regulations (JTR). Maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. If available, the contractor is authorized to fly on scheduled and non-scheduled military aircraft when associated with testing or in the overall performance of this contract. The contractor shall be limited to renting compact cars, all hotel billings will be within the Government per diem rates and all airline flights will use non reimbursable tickets using Government city pairings.

The JBC-P COR will determine if a trip report is required when the request for travel is submitted. The Contractor shall keep a summary of all long-distance travel, to include, at a minimum, the name of the employee, location of travel, duration of trip, and POC at travel location. OCONUS TDY may be required if mission dictates a support function is required.

When multiple Contractor staff travel to same site, utilization of a single vehicle is required. This policy will be strictly enforced and any deviations must be pre-approved by the JBC-P COR.

6.7. PURCHASING

All purchases shall be approved by the JBC-P COR, consistent with DoD and Army Acquisition Policies for any incidental purchases. Proposed purchases shall be integral and necessary to the overall Task Order performance, and approved by the JBC-P COR in writing prior to execution (Email will suffice).

The Contractor shall maintain property accountability records and sub-hand receipts of all contractor-purchased equipment or Government-provided equipment used in its daily communications and network operations. Copies of all purchasing invoices for all items procured under this Task Order shall be submitted along with the monthly invoice submitted to the government.

The Contractor shall provide itemized data to support all ODC purchases with appropriate back up information as part of obtaining purchase approval from the Government. Reimbursement will be made as specified in the task order, consistent with GSA Alliant GWAC. Federal contracting laws and regulations apply to all Contractor open market purchases of materials under this task order. Prices must be determined fair and reasonable from competitive sources and are subject to Government audit. The Contractor shall maintain records documenting competitive sourcing, in strict compliance with the competition requirements set forth in the Federal Acquisition Regulation (FAR), for all material and ODC purchases. The Contractor shall provide copies of all such documentation upon request from the Government to verify that the Contractor complied with the competition requirements set forth in the FAR.

The Contractor will be reimbursed for actual allowable costs plus the indirect handling rate. The Contractor shall only be allowed to apply indirect rates to ODC costs after award if such application is consistent with their successful price quote and DCAA recommendations. Within the Contractor's price quote, any such rate shall be identified along with the DCAA point of contact (name, address, phone #, and email address) for rate verification. No profit or fee will be allowed on ODCs. If no indirect handling rate is specified in the price quote, then no indirect rates will be applied or reimbursed on ODCs.

6.8. ASSOCIATE CONTRACTOR CONSIDERATIONS

There are functions within the scope of this Task Order where the Contractor must cooperate, share information, or otherwise jointly collaborate in the accomplishment of the government's requirements with other associate contractors working on separate government contracts. Where such contractor-to-contractor interfaces arise, the contractor is expected to establish professional, collaborative relationships with associate contractors to ensure the greatest degree of cooperation in providing technical solutions and services to successfully support mission needs within required time and cost constraints.

6.9. GOVERNMENT FURNISHED EQUIPMENT/MATERIALS FACILITIES

PM JBC-P and PEO C3T programs will provide necessary test equipment to perform testing on their respective systems. The Government will provide the contractor records of all Government-owned property (other than Real Property) and equipment that are under warranty and used, managed, or supported under this task order. The Government shall provide office space, furniture, computer equipment, telephone, and reproduction facilities for employees working at Government facilities in support of this effort. All equipment purchased and received as Government Furnished Equipment (GFE) will be accounted for in accordance with Government approved internal property controls. Records will identify the item, the warranty type and expiration date, and the names and locations of

firms to contact about warranty entitlements. The contractor shall provide a **GFE/GFI Quarterly Report (Deliverable 7)**. The contractor shall maintain copies of warranty records for government-owned property and provide the records and the property to the Government when requested, or at the conclusion of the contract. The contractor shall be responsible for security of all keys and access cards provided by the Government. These controls will be established and maintained to manage all property provided as GFE, purchased, or otherwise acquired for use in supporting the mission of PM JBC-P and PEO C3T programs.

7.0 SECURITY

The security requirements are defined in the attached DD Form 254.

- a. The prime contractor is required to have a Top Secret Facility clearance, and all subcontractors are required to have a Secret Facility clearance. **The prime contractor's Top Secret Facility clearance must be in place at time of proposal, and during all performance periods. Subcontractors may obtain their Secret Facility clearance after award.** All contractor personnel, **with one exception**, shall have a minimum of a Secret Security clearance; interim clearances are not acceptable. **The exception is for any proposed Contract Administrative positions under CLIN X001. These positions will not have a need to access any Government sites, nor do they require access to classified information, therefore they will not need a Secret Security clearance.** Certain designated positions, as defined in **ATTACHMENT A.3**, shall require a Top Secret clearance, Sensitive Compartmented Information (SCI), Non-Sensitive compartmented Information (Non SCI). Personnel will not be permitted to perform without the required clearances.

The Security requirements for the task order are defined by the Department of Defense (DoD) Contract Security Classification Guide (SCG) Named "Secret Internet Protocol Routing Network (SIPRNET)" dated: 29 October 2009. The contractor will require access to COMSEC information, non-SCI intelligence information, NATO information, foreign government information and FOUO information. The contractor will require access NIPRNET, JWICS, GCCS, DMS, CENTRIX, SIPRNET at Government facilities only. The contractor is required to have a COMSEC account. Within (90) days after the task order is awarded the contractor shall provide an **OPSEC PLAN (Deliverable 8)** in accordance (IAW) **Operational (OPSEC) Plan DI-MGMT-80934C (CDRL A004) (see ATTACHMENT D.1)** OPSEC requirements will be provided by the Government IAW AR530-1. The contractor will also require access to Security/Program Classification Guide(s) (SCG).

- b. In performing this task order, the contractor will receive and generate classified material. Contractor will have access to classified information overseas. A COMSEC account will be required and there will be a TEMPEST requirement. Additional OPSEC requirements to the NISPOM are in effect. Use of the Defense Courier Service is authorized. Contractor personnel performing IT sensitive duties are subject to investigative and assignment requirements.

- c. DoD Directive 8570.01, Information Assurance Training, Certification, and Work Force Management requires active duty military, DoD civilian, DoD consultants, and support contractor personnel performing work on sensitive automated information systems (AISs) to be assigned to positions which are designated at one of 3 sensitivity levels: (Advanced Individual Training (AIT)-I, AIT-II, or AIT-III. These designations equate to Critical Sensitive and Non-Critical Sensitive positions. The investigation requirement for AIT Level II is completion of a National Agency Check with Local Agency and Credit Checks (NACLC) with favorable results. The investigation requirement for AIT Level III is a completion of a National Agency Check with Written Inquires (NACI) with favorable results. All public release of information shall require authorization from the Government in writing. However, all information FOUO or higher will be cleared IAW Section 12 of the DD Form 254. All information gathered by the contractor to provide services to the US Government shall be considered contractually sensitive unclassified government information and shall not be released to any person or organization not part of the US Government, and shall become the property of the US Government. Information gathered, developed, analyzed, and produced under this contract remains the property of the US Army and shall be protected from unauthorized or inadvertent modification, disclosure, destruction, or use. All documentation, models, software, reports, databases and similar materials prepared under the Task Order shall be property of the U.S. submitted to PM JBC-P at time of contract closeout in a format mutually acceptable to the Government and the contractor.
- d. The contractor shall provide personnel with U.S. Security clearances as required for mission execution upon contract award. Prior to the arrival of any contractor employee to commence work under this contract at any Government site, the contractor must provide advance notice to the Government for visitor control purposes and verification of security clearance. When required, the contractor shall be tasked to access a Sensitive unclassified network, and the duties to be performed by contractor personnel under the PWS have been designated as IT-I/IT-II sensitive positions

7.1. ANTI-TERRORISM/OPERATIONS SECURITY:

- a. Contractor Employees Who Require Access to Government Information Systems. All contractor employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DoD Information Assurance Awareness training prior to access to the information system and then annually thereafter.
- b. For Contracts That Require an OPSEC Standing Operating Procedure/Plan. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will specify the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC

Coordinator. The contractor will ensure that this individual becomes OPSEC Level II certified per AR 530-1.

- c. For Contracts That Require OPSEC Training. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training.
- d. For Information Assurance (IA)/Information Technology (IT) Training. All contractor employees and associated subcontractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within six months of employment.
- e. For Information Assurance (IA)/Information Technology (IT) Certification. Per DoD 8570.01-M, DFARS 252.239.7001, and AR 25-2, the contractor employees' supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.
- f. For Contracts That Require Handling or Access to Classified Information. The contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M), and (2) any revisions to DoD 5220.22-M, notice of which has been furnished to the contractor.

8.0 CONTRACTOR MANPOWER REPORTING (Deliverable 9)

The requirements in this PWS shall be addressed in the Army Contractor Manpower Reporting System.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report all contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil>.

The required information includes:

- a. Contracting Number
- b. Fiscal Year (FY that the work was performed)
- c. Order Number (Delivery Order, Task Order, or Purchase Order Number)
- d. Requiring Activity Unit Identification Code
- e. Command (Command of the Requiring Activity that would be performing the mission if not for the contractor)
- f. Contractor Name
- g. Total Invoiced Amount (the total dollars amount invoiced during the fiscal year, at the deliver Order and/or Task Order Level. This is the responsibility of the Contractor)

- h. Questions about Contract Performance (Contractors: Indicate if the contract/order includes the above services)
- i. Government Supervision (Are the contractor personnel subject to relatively continuous supervision and control by a Government employee or officer)
- j. Government's Tools and Equipment (Does the Government furnish the principal tools and equipment needed for contract performance)
- k. Government Facility (Are some or all of the contractor employees provided with a workspace in a Government facility for use on a regular basis)
- l. Contracting Officer (First Name, Last Name, Phone Number, and Email)
- m. COR/COTR (First Name, Last Name, Phone Number, and Email)
- n. Contractor (First Name, Last Name, Phone Number, and Email)
- o. Location Information (Federal Supply Code (FSC), City of Installation or Services, State, Zip and Country)
- p. Direct Labor Hours
- q. Direct Labor Dollars
- r. Fund Cite

As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. The Reporting period will be the period of performance not to exceed 12 Months ending 30 September of each Government fiscal year and must be reported by 31 October of each calendar year. Contractor may use a direct XML data transfer to the database server or fill in the fields on the website. The SML direct transfer is a format for the transferring files from a contract's system to the secure web without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer maybe downloaded from the web.

9.0 Invoices

The Period of Performance (POP) for each invoice *shall* be for one calendar month. Monthly Firm Fixed Prices shall be in accordance with Section B of this Task Order. The contractor *shall* submit only one invoice per month per order/contract. The appropriate GSA office will receive the invoice by the twenty-fifth calendar day of the month after either:

- (1) The end of the invoiced month (*for services*) or
- (2) The end of the month in which the products (*commodities*) or deliverables (fixed-priced services) were delivered and accepted by the Government.

For Labor Hour and Time and Material orders/contracts each invoice shall show, the skill level category, the hours worked per skill level, the rate per skill level and the extended amount for that invoice period. It *shall* also show the total cumulative hours worked (inclusive of the current invoice period) per skill level, the hourly rate per skill level, the total cost per skill level, the total travel costs incurred and invoiced, and the total of any other costs incurred and invoiced, *as well as* the grand total of all costs incurred and invoiced.

For Labor Hour and Time and Material orders/contracts each invoice *shall clearly indicate* both the current invoice's monthly "burn rate" and the total average monthly "burn rate".

The contractor *shall submit* all required documentation (unless exempted by the contract or order) as follows:

For Travel: Submit the traveler's name, dates of travel, location of travel, and dollar amount of travel.

For ODCs: Submit a description of the ODC, quantity, unit price and total price of each ODC.

Note: The Government reserves the right to audit, thus; the contractor shall keep on file all backup support documentation for travel and ODCs.

Note: For Firm Fixed Price, Labor Hour, and Time and Material fiscal task items:

Charges:

- All invoice charges must be task item specific (only one task item) unless concurrent task item periods of performance exist.
- For invoices with concurrent task item periods of performance all invoice charges must be service month specific (that is one service month only).

Credits:

- If the credit invoice is for the same year of a particular ACT#, the contractor shall include that credit on a subsequent invoice submission against that same ACT#. If the contractor is unwilling to offset a subsequent invoice then they must submit a refund check.
- When the credit invoice is for a different year, the contractor shall submit a refund check for that credit invoice.

Invoices that net to a credit balance **SHALL NOT** be accepted. Instead a refund check must be submitted by the contractor to GSA accordingly. The refund check shall cite the ACT Number and the period to which the credit pertains. The contractor shall provide the credit invoice as backup documentation. Do not attach credit invoice in ITSS or on the Finance website. It must be attached to the refund check. The refund check shall be mailed to:

General Services Administration
Finance Division
P.O. Box 71365
Philadelphia, PA 19176-1365

Posting Acceptance Documents: Invoices shall be submitted monthly through GSA's electronic Web-Based Order Processing System, currently ITSS to allow the client and GSA COTR to electronically accept and certify services received by the customer representative (CR). Included with the invoice will be all back-up documentation required such as, but not limited to, travel authorizations and training authorizations (including invoices for such).

Receiving Agency's Acceptance: The receiving agency has the following option in accepting and certifying services:

- a. Electronically: The client agency may accept and certify services electronically via GSA's electronic Web-Based Order Processing System, currently ITSS, by accepting the Acceptance Document generated by the contractor. Electronic acceptance of the invoice by the CR is considered concurrence and acceptance of services.

Electronic acceptance of the invoice by the CR is considered concurrence and acceptance of services. The contractor shall seek acceptance and electronically post the acceptance document in GSA's electronic Web-based Order Processing System, currently ITSS. After acceptance of the invoice by the CR, the Contractor shall submit a proper invoice to GSA Finance (www.finance.gsa.gov/defaultexternal.asp) not later than five (5) workdays after acceptance by the Government of the product, service, and/or cost item.

Note: The acceptance of the authorized agency customer representative is REQUIRED prior to the approval of payment for any invoice submitted and shall be obtained prior to the approval of payment. In order to expedite payment, it is *strongly recommended* that the contractor continue to include the receiving agency's electronic acceptance of all the services or products delivered, with signature of the authorized agency customer representative and the date of acceptance, as part of the submission documentation.

Note: If *any* invoice is received without the required documentation and, the customer's electronic acceptance, the invoice *shall* be rejected in whole or in part as determined by the Government.

Posting Invoice Documents: Contractors shall submit invoices to GSA Finance for payment, after acceptance has been processed in GSA's electronic Web-Based Order Processing System, currently ITSS. The contractor is to post the invoice on GSA's Ft. Worth web site, www.finance.gsa.gov/defaultexternal.asp

Content of Invoice: The contractor's invoice will be submitted monthly for work performed the prior month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's project. The invoice shall be submitted on official letterhead and shall include the following information at a minimum.

1. GSA Task Order Number
2. Task Order ACT Number
3. Remittance Address
4. Period of Performance for Billing Period
5. Point of Contact and Phone Number
6. Invoice Amount
7. Skill Level Name and Associated Skill Level Number
8. Actual Hours Worked During the Billing Period
9. Travel Itemized by Individual and Trip (if applicable)
10. Training Itemized by Individual and Purpose (if applicable)
11. Support Items Itemized by Specific Item and Amount (if applicable)

Final Invoice: Invoices for final payment must be so identified and submitted within 60 days from task completion and no further charges are to be billed. A copy of the written acceptance of task completion must be attached to final invoices. The contractor shall request from GSA an extension for final invoices that may exceed the 60-day time frame.

The Government reserves the right to require certification by a GSA COTR before payment is processed, *if necessary*.

Close-out Procedures.

General: The contractor shall submit a final invoice within sixty (60) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

10.0 Other clauses incorporated into this task order

- **FAR 52.232-2** Limitation of Cost (APR 1984)
- **FAR 52.232-22** Limitation of Funds (APR 1984)
- **DFARS 252.227-7015** Technical Data – Commercial Items (JUN 2013)
- **252.209-7999** REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION 2014-00009) (FEB 2014)
- **52.217-8** Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the end of the task order period of performance.

- **52.237-3 Continuity of Services (JAN 1991)**

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to—

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (*i.e.*, costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

- **DFARs 252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)**

(a) Contract line item(s) **X001** through **X004** are incrementally funded. For these item(s), the sum of \$ ***to be specified at time of award** of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of task order	\$ <u>*To be specified at time of award</u>
(month), (year)	\$ <u>*To be specified at time of award</u>
(month), (year)	\$ <u>*To be specified at time of award</u>
(month), (year)	\$ <u>*To be specified at time of award</u>

(End of clause)

11.0 PWS Attachments

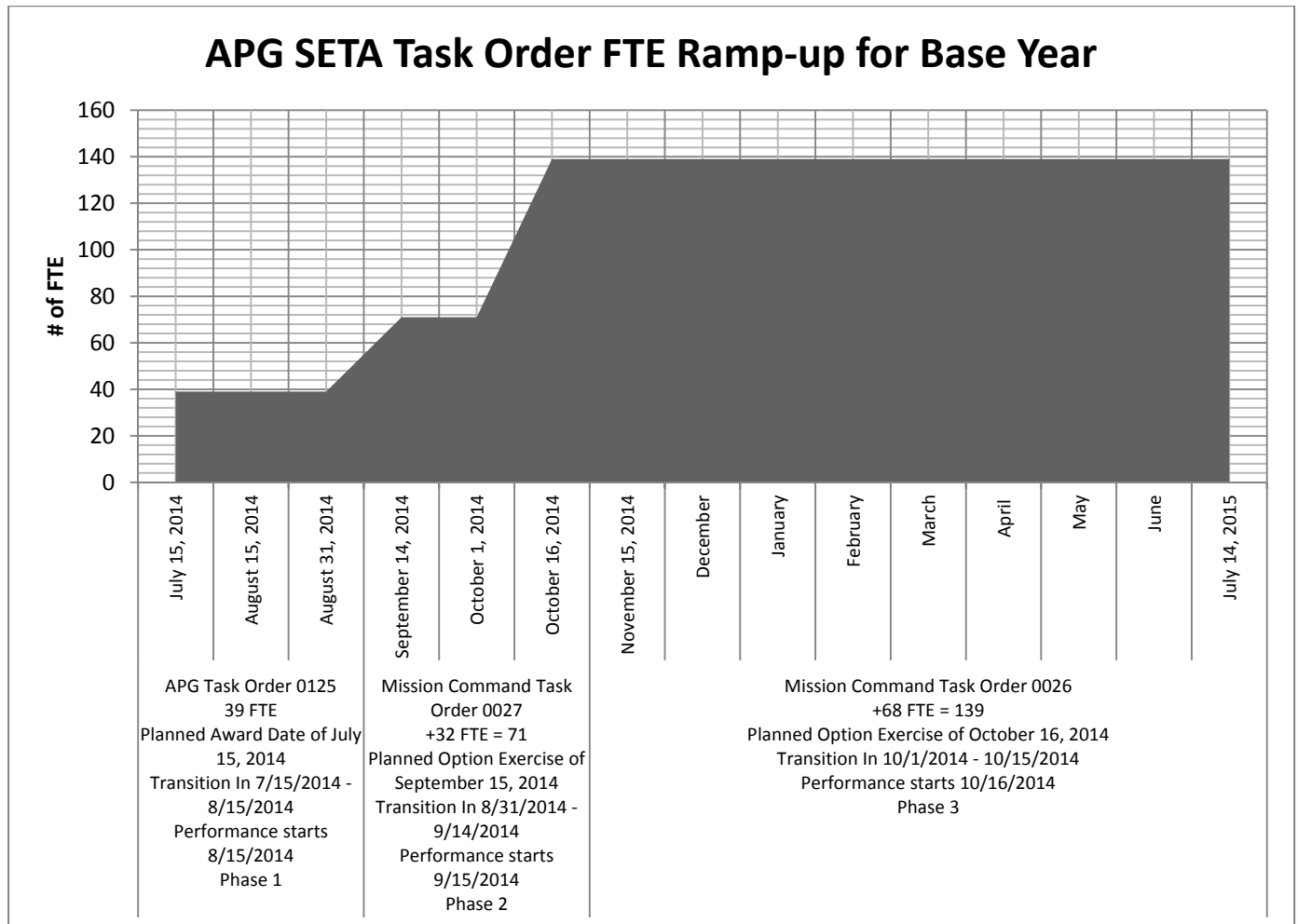
- 11.1.** ATTACHMENT A.1: Sites, Functions, PoP, & Support Staff Requirement Table
- 11.2.** ATTACHMENT A.2: Phase Implementation Graphic
- 11.3.** ATTACHMENT A.3: Top Secret and Key Personnel Positions
- 11.4.** ATTACHMENT B: NON-DISCLOSURE / NON-USE AGREEMENT
- 11.5.** ATTACHMENT C: ORGANIZATIONAL CONFLICT of INTEREST (OCI)
- 11.6.** ATTACHMENT D.1: Operational (OPSEC) Plan DI-MGMT-80934C (CDRL A004
- 11.7.** ATTACHMENT D.2: Scientific and Technical Reports CDRL DI-MISC-80711A C001
- 11.8.** ATTACHMENT E: DD Form 254 (Provided as a separate file attachment in ITSS)

ATTACHMENT A.1: Sites, Functions, PoP, & Support Staff Requirement Table

		Engineering (ref PWS section 3.1.1)				Logistics (ref PWS section 3.1.2)				Business Mgmt /Prog Analyst Management (ref PWS section 3.1.3)					Task, Site, PoP & Grand Totals
Sites	Base Period Phase	Senior	Journey man	Entry Level	Total Eng	Senior	Journey man	Entry Level	Total Log	Bus Senior	Bus Journey man	Prog Journey man	Prog Entry Level	Total Bus / Prog Mgmt	
APG, MD	Phase 1	5	7	0	12	0	0	0	0	0	2	0	0	2	14
	Phase 2	4	3	1	8	0	4	0	4	2	0	0	0	2	14
	Phase 3	3	13	3	19	5	7	3	15	2	3	3	5	13	47
		12	23	4	39	5	11	3	19	4	5	3	5	17	75
Fort Bliss, TX	Phase 1	0	0	0	0	1	0	0	1	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	1	0	0	1	0	0	0	0	0	1
Fort Bragg, NC	Phase 1	0	0	0	0	1	0	0	1	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	2	2	0	4	0	0	0	0	0	0	0	0	0	4
		2	2	0	4	1	0	0	1	0	0	0	0	0	5
Fort Drum, NY	Phase 1	0	0	0	0	0	1	0	1	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	1	0	1	0	0	0	0	0	1
Fort Gordon, GA	Phase 1	0	0	0	0	0	1	0	1	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	1	0	1	0	0	0	0	0	1
Fort Hood, TX	Phase 1	0	2	0	2	0	7	1	8	0	0	0	0	0	10
	Phase 2	2	1	0	3	2	1	2	5	0	0	2	0	2	10
	Phase 3	3	6	1	10	3	0	4	7	0	0	0	0	0	17
		5	9	1	15	5	8	7	20	0	0	2	0	2	37
Fort Knox, KY	Phase 1	2	2	0	4	0	1	0	1	0	0	0	0	0	5
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	2	0	4	0	1	0	1	0	0	0	0	0	5
Fort Lee, VA	Phase 1	0	0	0	0	0	1	0	1	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	1	0	1	0	0	0	0	0	1
Fort Lewis, WA	Phase 1	0	0	0	0	0	1	0	1	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	1	0	1	0	0	0	0	0	1
Fort Sill, OK	Phase 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 2	3	3	4	10	0	0	0	0	0	1	0	0	1	11
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		3	3	4	10	0	0	0	0	0	1	0	0	1	11
Redstone Arsenal, AL	Phase 1	0	1	0	1	0	0	0	0	0	0	0	0	0	1
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	1	0	1	0	0	0	0	0	0	0	0	0	1
Totals	Phase 1	7	12	0	19	2	12	1	15	0	2	0	0	2	36
	Phase 2	9	7	5	21	2	5	2	9	2	1	2	0	5	35
	Phase 3	8	21	4	33	8	7	7	22	2	3	3	5	13	68
Functional / Task Totals		24	40	9	73	12	24	10	46	4	6	5	5	20	139

¹ The knowledge/skills level definitions for "Senior", "Journeyman" and "Entry-Level" shall be those established in the "Knowledge/Skill Levels" chart included in Section J, Attachment 4 of the basic Alliant contract.

ATTACHMENT A.2: Phase Implementation Graphic



ATTACHMENT A.3: Top Secret and Key Personnel Positions

Top Secret and Key Personnel Positions													
Sites	Base Period Phase	Engineering				Logistics						Program Manager	Associated Sub Tasks
		Senior		Journeyman		Senior		Journeyman		Entry Level		Senior	
		Top Secret	Key	Top Secret	Key	Top Secret	Key	Top Secret	Key	Top Secret	Key	Key	
APG, MD	Phase 1	5	0	0	0	0	0	0	0	0	0	1*	3.1.1.2, 3.1.1.7, 3.1.1.8, and 3.1.1.10; * IAW the PWS
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	3	0	0	0	0	0	0	0	0	3.1.1.2, 3.1.1.8, and 3.1.1.10
Fort Bliss, TX	Phase 1	0	0	0	0	0	1	0	0	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Bragg, NC	Phase 1	0	0	0	0	0	1	0	0	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Drum, NY	Phase 1	0	0	0	0	0	0	0	1	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Gordon, GA	Phase 1	0	0	0	0	0	0	0	1	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Hood, TX	Phase 1	0	0	0	0	0	0	0	7	0	1	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Knox, KY	Phase 1	0	0	0	0	0	0	0	1	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Lee, VA	Phase 1	0	0	0	0	0	0	0	1	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Lewis, WA	Phase 1	0	0	0	0	0	0	0	1	0	0	0	3.1.2
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Fort Sill, OK	Phase 1	0	0	0	0	0	0	0	0	0	0	0	
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	
Redstone Arsenal, AL	Phase 1	0	0	0	0	0	0	0	0	0	0	0	
	Phase 2	0	0	0	0	0	0	0	0	0	0	0	
	Phase 3	0	0	0	0	0	0	0	0	0	0	0	

ATTACHMENT B: NON-DISCLOSURE / NON-USE AGREEMENT

Non-Disclosure Agreement for Contractor Employees and Subcontractors

I, _____, am an employee of or a subcontractor to [Company Name], a contractor acting under contract to the [Name of Directorate] under Prime Contract No. _____, through Task Order _____. I understand that in the performance of this task, I may have access to sensitive or proprietary business, technical, financial, and/or source selection information belonging to the Government or other contractors. This information includes, but is not limited to, cost/ pricing data; Government spend plan data; Planning, Programming, Budgeting and Execution (PPBE) documents and information, as defined in DoD Directive 7045.14; contractor technical proposal data; independent government cost estimates; negotiation strategies and contractor data presented in negotiations; contracting plans and statements of work. I agree not to use, discuss, divulge, or disclose any such information or data to any person or entity except those persons directly concerned with the use or performance of this task order. I have been advised that the unauthorized disclosure, use or negligent handling of the information by me could cause irreparable injury to the owner of the information. The injury could be source sensitive procurement information of the government or proprietary/trade secret information of another company.

I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this agreement. Court costs and reasonable attorney fees incurred by the United States Government may be assessed against me if I lose such action. I understand that another company might file a separate claim against me if I have misused its proprietary information.

In the event that I seek other employment, I will reveal to any prospective employer the continuing obligation in this agreement prior to accepting any employment offer.

The obligations imposed herein do not extend to information/data which is:

- a. in the public domain at the time of receipt or it came into the public domain thereafter through no act of mine;
- b. disclosed with the prior written approval of the designated Contracting Officer;
- c. demonstrated to have been developed by [Company Name], or me independently of disclosures made hereunder;
- d. disclosed pursuant to court order, after notification to the GSA designated Contracting Officer;
- e. disclosed inadvertently despite the exercise of the same reasonable degree of care a party normally uses to protect its own proprietary information.

I have read this agreement carefully and my questions, if any, have been answered to my satisfaction

ATTACHMENT C: ORGANIZATIONAL CONFLICT of INTEREST (OCI)

The Government has determined that the possibility for a potential or actual Organizational Conflict of Interest (OCI) may exist under this task order based on support tasks performed, particularly under Section 3.1.3, "Business Management". During performance of this task order, the following provisions shall apply:

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) Prior to commencement of any work, the Contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.

(c) The Contractor agrees that if an actual or potential organizational conflict of interest is identified during performance, the Contractor will immediately make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The Contractor shall continue performance until notified by the Contracting Officer of any contrary action to be taken.

(d) Remedies- GSA may terminate this task order for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose it or misrepresented relevant information to the Contracting officer, the Government may terminate the task order for default, or pursue such other remedies as may be permitted by law or this task order.

ATTACHMENT D.1: Operational (OPSEC) Plan DI-MGMT-80934C (CDRL A004)

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.			B. EXHIBIT A		C. CATEGORY: TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER MGMT			
D. SYSTEM/ITEM PM JBC-P Business, Engineering and Logistics Support			E. CONTRACT/PR NO. TBD		F. CONTRACTOR TBD			
1. DATA ITEM NO. A004		2. TITLE OF DATA ITEM Operational Security (OPSEC) Plan			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80934A			5. CONTRACT REFERENCE PWS Para 7.0		6. REQUIRING OFFICE SFAE-CCC-JBC			
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED B	10. FREQUENCY- SEE BLK 16		12. DATE OF FIRST SUBMISSION SEE BLK 16			
8. APP CODE N/A			11. AS OF DATE 0		13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16			
16. REMARKS: Submit OPSEC Plan NLT 30 days after receipt of DD-254. All deliveries shall be in contractor format. All digital files shall be provided by electronic submission, e.g., e-mail, FTP, etc., as arranged with the requiring office. Deliver by email to:					14. DISTRIBUTION			
					b. COPIES			
					a. ADDRESSEE	Draft	Final	
							Reg	Repro
							1	
G. PREPARED BY					15. TOTAL			
					H. DATE			I. APPROVED BY
								J. DATE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE INSERT IN SECTION B

ATTACHMENT D.2: Scientific and Technical Reports CDRL DI-MISC-80711A C001

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO.			B. EXHIBIT A		C. CATEGORY: TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER <u>MGMT</u>		
D. SYSTEM/ITEM PM JBC-P Business, Engineering and Logistics Support			E. CONTRACT/PR NO. TBD		F. CONTRACTOR TBD		
1. DATA ITEM NO. C001		2. TITLE OF DATA ITEM Scientific and Technical Reports			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711			5. CONTRACT REFERENCE PWS Para 3.1.1		6. REQUIRING OFFICE SFAE-CCC-JBC		
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED B		10. FREQUENCY SEE BLK 16		12. DATE OF FIRST SUBMISSION SEE BLK 16	
8. APP CODE N/A		11. AS OF DATE 0		13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16		14. DISTRIBUTION	
16. REMARKS: Prepare in contractor format with content described in the DID. Submit narrative electronically in MS Word file format. Contractor shall deliver any developed technical approaches developed and completed on this contract. Contractor shall delivered documented upgrades to existing architectures Status report on activities to be submitted by the 10 th of each month.				a. ADDRESSEE		b. COPIES	
						Draft	
						Final	
						Reg	
						Repro	
G. PREPARED BY				15. TOTAL			
				H. DATE		I. APPROVED BY	
						J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE
INSERT IN SECTION B